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THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

between the

**GREENWICH TOWNSHIP
BOARD OF EDUCATION**

and the

**GREENWICH TOWNSHIP
EDUCATION ASSOCIATION INC.**



JULY 1, 1972 - JUNE 30, 1974

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N. J. P. E. R. C.

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GREENWICH TOWNSHIP
BOARD OF EDUCATION

Milos C. Simek — *President*
Richard J. Jenkins — *Vice-President*
Melfino A. Chiavoroli
Joseph D. Fisher
John W. Whitelam

ADMINISTRATIVE STAFF

Samuel J. Pinizzotto, *Superintendent*
Howard E. Hawn, *Principal*
Dorothy M. Langley, *Board Secretary*
Albert Zamal, *Board Solicitor*

NEGOTIATION COMMITTEE

Richard J. Jenkins — *Chairman*
John W. Whitelam — *Member*
Samuel J. Pinizzotto — *Member*
Milos C. Simek — *Alternate*
Howard E. Hawn — *Alternate*

PREAMBLE

This Agreement entered into this 7th day of March, 1973, by and between the Board of Education of Greenwich Township, New Jersey, hereinafter called the "Board", and the Greenwich Township Education Association, hereinafter called the "Association".

**GREENWICH TOWNSHIP
EDUCATION ASSOCIATION, INC.**

Helen Barrett — *President*

Robert Fetty — *Vice-President*

Nancy Cox — *Recording Secretary*

Geraldine Payne — *Treasurer*

Betty Wyatt — *Corresponding Secretary*



NEGOTIATION COMMITTEE

Florence Prosch, *Chairman*

Marion Frank

Juanita Williamson

George Schreyer

ARTICLE I

RECOGNITION

- A. Pursuant to Chapter 303, Public Laws of 1968, State of New Jersey, the Board hereby recognizes the Greenwich Township Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified personnel employed by the Board, as herein included:
Classroom Teachers, Nurses, Librarians, Remedial Reading Teachers, Home Instruction Teachers
but excluding:
Substitute Teachers, Secretaries, Custodians, Bus Drivers, Cafeteria Workers, Superintendent, Principal, Board Secretary.
- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiation unit as above defined, and references to male teachers shall include female teachers.
- C. The Association shall file with the Board a list of its members in order to be recognized as the majority representative.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Law of New Jersey, 1968 in a good-faith effort to reach agreement concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 15th of the calendar year preceeding the calendar year in which this agreement expires. Any Agreement negotiated shall apply to the unit defined in Article I, be reduced to writing, be ratified by the Association, be adopted by the Board, and be signed by the Association

and the Board.

- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection during the normal business day all data and information of the Greenwich Township School District that is available to the public.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- D. Pursuant to Chapter 303, Public Laws, 1968, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III *GRIEVANCE PROCEDURE*

Definition:

- A. A "grievance" shall mean a claim by a teacher that there has been misinterpretation, misapplication, or a violation of board policy, of this Agreement, or of an administrative decision affecting him. A grievance to be considered under this procedure must be initiated by the teacher within thirty (30) days of the time the teacher knew or should know of its occurrence.
- B. 1) It is agreed by both parties that these proceedings will be kept as informal, and confidential as may be appropriate at any level of this procedure.
2) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified

time limits shall be deemed to be acceptance of the decision rendered at that step.

- 3) It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 4) Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

C. Level One

Any teacher who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.

Level Two

If, as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he may set forth his grievance in writing to his Principal on the grievance forms provided.

The Principal shall communicate his decision to the teacher in writing, with reasons, within three (3) days of receipt of the written grievance.

Level Three

The teacher, no later than five (5) school days after receipt of the Principal's decision, may appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above and his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing, with reasons, to the employee and to the Principal.

Level Four

If the grievance is not resolved to the teacher's satisfaction, he no later than five (5) school days

after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request within five (5) school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the teacher, hold a hearing with the teacher and render a decision in writing, with reasons, within thirty-five (35) calendar days of receipt of the grievance by the Board.

Level Five

If the decision of the Board does not resolve the grievance to the satisfaction of the teacher and the teacher wishes review by a third party, and if the matter pertains to this agreement between the Board and the Association, he shall so notify the Board through the Superintendent within ten (10) school days of receipt of the Board's decision. A teacher in order to process his grievance beyond level four must have his request for such action accompanied by the written recommendation for such action by the Association.

No claim by a teacher shall constitute a grievable matter beyond level four or be processed beyond level four if it pertains to (a) any matter for which a detailed method of review is prescribed by law, (b) any rules or regulations of the State Commissioner of Education, but not to the violation, misinterpretation, or misapplication of such a rule or regulation, (c) any by-law of the Board of Education pertaining to its internal operation or (d) any matter which according to law is beyond the scope of Board authority.

D. Procedure for Securing the Services of an Arbitrator:

The following procedure will be used to secure the services of an arbitrator:

- 1) A request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator

in the dispute in question.

- 2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
- 3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
- 4) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties. The recommendations of the arbitrator shall be advisory. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings, reasons, and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearing.

E. Rights of Teachers to Representation.

- 1) Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association.
- 2) When a teacher is not represented by the Association in the processing of a grievance, the Association shall (at the time of submission of the grievance at level two) be notified that the grievance is in process, have the right to be present, and present its position in writing at all meetings with the teacher held concerning the grievance and shall receive a copy of all decisions rendered.
- 3) No reprisals of any kind shall be taken against any participant by reason of such participation.

F. Miscellaneous

- 1) Forms pertaining to the filing of grievances

shall be prepared by the Superintendent or his designee after consultation with the Association.

2) Content of Forms

- a) The nature of the grievance and approximate date of occurrence.
- b) The nature and extent of injury, loss, or inconvenience.
- c) The results of previous discussions.
- d) His dissatisfaction with decisions previously rendered.

3) Costs

- a) Each party shall bear the total cost incurred by themselves.
- b) The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and they will be shared equally.

4) Group Grievance

If a grievance affects a group of teachers, the Association may submit such grievance, in writing, to the Principal, beginning the procedure at Step 1 through all levels thereafter. Resolution of the group grievance must be accepted by every individual in the group and may not be reopened by individuals.

5) Meetings and Hearings

Under this procedure, all meetings and hearings shall not be conducted in public, and shall include only such parties concerned or their designated representative(s).

ARTICLE IV *TEACHER RIGHTS*

- A. Pursuant to Chapter 303, Public Law of 1968, the Board hereby agrees that every employee of the Board included in the unit as set forth under ARTICLE I shall have the right freely to organize, join, and support the Association its activities and affiliates for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under laws of the State of New Jersey, the Board undertakes and

agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968 or other laws of New Jersey or Constitutions of New Jersey and the United States.

- B. No teacher shall be disciplined, reprimanded, reduced in rank, or deprived of monetary compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public until formal action is taken by the Board and shall be subject to the grievance procedure herein set forth. This shall not apply to the non-reemployment of a non-tenure teacher.
- C. Whenever any teacher is required to appear formally before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Upon suspension of a teacher the Board of Education, shall place in an escrow account an amount equal to the teacher's salary until the suspension and the reasons thereof have been adjudicated.
- D. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Provided that such pins or other identification shall be in good taste.
- E. No unauthorized person shall be permitted to enter the school building beyond the principal's office without first obtaining the principal's written permission to do so. In the event a person expresses a desire to visit or confer with a teacher, the principal shall notify said teacher prior to extending his written permission for such activity.

- F. Teachers shall not be required to be in classrooms or have parent conferences on P.T.A. meeting nights, except on scheduled annual Open House, Exhibit night or reasonable special evening events as designated by the Administration.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to requests from time to time *reasonable information* which may be necessary for the association to process any grievance or complaint.
- B. No representative of the Association or any Teacher shall be required to attend negotiations, grievance proceedings, conferences, or meetings with loss of pay.
- C. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Permission of the Superintendent or his designee shall be required. Such permission shall not be withheld unreasonably.
- D. The Association and its representative shall have the right to use school buildings at all reasonable hours for meetings. Permission of the Superintendent or his designee shall be required. Such permission shall not be withheld unreasonably.
- E. The Association shall have access to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, and when such equipment is not otherwise in use. No equipment shall be removed from school property without approval by the building principal. The Association will pay for any damage incurred, loss, or theft of borrowed property. Permission of the building principal or his designee shall be re-

quired. Such permission shall not be withheld unreasonably.

- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted to the Association as the exclusive representative of the teachers, and to no other comparable teacher organization.
- G. Administration/Teacher Liaison Council
 - 1) Teachers of each grade level and special field shall select a representative to serve on a liaison council with the Administrators.
 - 2) Meetings shall be held monthly or if/when the need arises, for the purpose of reviewing or discussing local school problems and practices, and play an active role in suggesting revisions for development of building practices.

ARTICLE VI *WORK YEAR*

- A. The in-school work year of teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional two (2) days of orientation) shall not exceed one hundred eighty-five (185) days.
 - 1) There shall be "one session days" during the first and last weeks of school year, session shall not be less than four (4) hours, exclusive of lunch.
- B. Final determination of the school calendar resides with the Board, however, in the preparation leading up to final adoption by the Board, the Superintendent will consult with the Association.

ARTICLE VII *TIME REQUIREMENTS*

- A. Each teacher is to be present before and after the pupil-day, as set forth by the Board policy. The individual teacher has the responsibility of notifying the Principal's office or designated person, of any deviation from this daily schedule.

- B. 1) Teachers shall have a daily duty-free lunch period of at least thirty (30) consecutive minutes.
- 2) Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods, but they must indicate their leaving and return by initialing the faculty "sign-in, sign-out" roster, in the office.
- C. 1) An Association representative may speak to the teachers at any Faculty meeting for a reasonable time upon the request of the representative. The Principal shall place the representative's request on his agenda.
- 2) Whenever possible, the notice of and agenda for any meetings shall be given to the teachers involved at least one (1) day prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
- D. Exceptions to the provisions of Sections A, B and C above may be made in cases of extreme emergency.
- E. Teacher participation in field trips or activities which are scheduled to extend beyond the teacher's in-school workday, and overnight or weekend trips, shall be voluntary.
- F. Teacher participation in reasonable extra-curricular activities is expected as a part of their professional obligation.
- G. No teacher will be required to perform supervisory playground or cafeteria duty during noon-time, except in extreme emergency cases.

ARTICLE VIII

TEACHER EMPLOYMENT

- A. The Board agrees it will attempt to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every regular and special teacher assignment.
- B. Full credit shall be given for previous outside teaching experience in a duly accredited school

upon initial employment. Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System; and credit not to exceed two (2) years for Peace Corps, VISTA or National Teacher Corps; work and time spent on a Fulbright Scholarship shall be given upon initial employment. As of the beginning of the 1969-70 school year, the aforementioned credit shall be given to any presently employed teacher who has not heretofore received it.

- C. Teachers with previous teaching experience in the Greenwich Township School District shall receive, upon returning to the system, full credit for all outside teaching experience, military experience or alternative civilian service required by the Selective Service System, Peace Corps, VISTA or National Teaching Training Corps, work and time spent on a Fulbright Scholarship, up to the maximum set forth in Section B above. Such teachers who have not been engaged in other teaching or the other activities indicated above, shall upon returning to the system be given credit for an additional full year, provided that in their last year in Greenwich Township Schools they served more than ninety (90) teaching days.
- D. Teachers shall be notified of their contract status for the ensuing year by April 1, or not later than the first Monday following April 1. Upon notification, teachers shall notify the Board of their intention within fifteen (15) days.
- E. Reassignments
 - 1) Presently employed teachers may apply for vacancies or new positions at anytime said positions or vacancies occur. Such applications shall be in writing and addressed to the Superintendent of Schools, and shall include the following:
 - a. Reasons for desiring the change
 - b. Capabilities and abilities which may especially qualify the requestor to be reassigned

c. Problems envisioned in leaving present assignment

d. Any other information to assist the Board and Administrators to arrive at the best decision possible

Application will be considered for such vacancies, either during the school year or during the summer. Notices of vacancies shall be posted on the office bulletin boards.

2) In the event more than one teacher indicates an interest, the Administration and the Board of Education shall make the final choice after considering qualifications for the position. Length of time in the Greenwich Township Schools shall be a deciding factor if other qualities are similar.

F. Substitute teachers shall be provided for all special teachers, when and if possible and if in the best interest of the program.

ARTICLE IX

SALARIES

A. 1) 1972-73 salaries will be paid according to the figures exchanged on August 16, 1972, without adoption of any salary guide.*

2) For 1973-74, the starting Bachelor's salary shall be \$8,100.

3) For the 1973-74 school year the following increases in pay will be made:

<i>Teaching Experience</i>	<i>Salary Increase</i>
1 to 5 years	\$500
6 to 9 years	\$600
10 to 13 years	\$700
14 or more years	\$800

* See page 21 for "Salary Reference Grid of 8/16/72," for informational purposes only.

These figures are based upon an approximate average of \$10,000 per teacher for the 1972-73 school year, and reflect 5, 6, 7, and 8% increases respectively for each experience grouping.

- 4) Upon submission of proof from the officers of an accredited institution of completion of one of the following increases in educational background, a permanent increase of \$300 in salary will be made.

<i>From</i>	<i>To</i>
B.A.	B.A.+15
B.A.+15	B.A.+30
B.A.+30	M.A.
M.A.	M.A.+15
M.A.+15	M.A.+30

- 5) No new employee shall be hired into the system at a higher rate of pay than someone presently employed and covered by the current contract with comparable experience and educational background.
- 6) None of the items in this section (Article IX, A) shall be considered as applying past June 30, 1974. All items in this section shall be reopened for negotiation for the 1974-75 contract year.
- B. 1) Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
- 2) When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.
- C. Any member of the Staff will receive a \$300.00 increase for any *one* of the following reasons, but for one reason only:
- 1) After 15 years in the district and within 7 years of retirement a teacher shall receive \$300 additional salary provided proper notification is given to the Superintendent. Such notification shall be given prior to November 1 preceding the year for such adjustment.
- 2) After 20 years teaching experience and within 7 years of retirement a teacher shall receive \$300 additional salary provided proper notification is given to the Superintendent.

tion is given to the Superintendent. Such notification shall be given prior to November 1 preceding the year for such adjustment.

ARTICLE X

TEACHER EVALUATION

- A. 1) *As in the past*, all monitoring or observation of the work performance of a teacher shall be conducted openly, and with full knowledge of the teacher. The use of evesdropping, public address, audio systems, and similar surveillance devices shall remain strictly prohibited.
- 2) A teacher shall be given a copy of any evaluation report prepared by his evaluators at least two (2) days before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. The teacher shall be required to sign a completed evaluation form. Such signature shall solely indicate that the report has been read by the teacher.
- B. 1) Those complaints regarding a teacher made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall be given an opportunity to respond to and/or rebut those complaints, which as a result of the investigation, shall become part of his file.
- 2) The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

- 3) All documents shall be filed, signature notwithstanding, and such action shall be so indicated by the supervisor. The Association shall be informed if any employee described in the unit in Article I refuses to sign derogatory or evaluatory material that is being placed in his file.
- C. Any question or evaluative criticism by a supervisor, administrator or Board member of a teacher and his instructional methods shall be made in confidence.

ARTICLE XI

SICK LEAVE

- A. Sick leave shall be granted as outlined in accordance with New Jersey Statutes 18A:30-2 and 18A:30-3 allowing twelve (12) days sick leave with pay.
- 1) For any serious illness in the immediate family, if it is deemed necessary by a doctor's certificate that a person of the staff, must be, or should be absent from regular work, the person so affected may take up to five (5) days from his own sick leave.
 - 2) Any member of the staff excluded from work because of contact with communicable disease in the school system will not have any accumulated sick day deducted (not to exceed sixty (60) days).
 - 3) When absence, under the circumstances described in Section 18A:30-1 exceeds the annual sick leave and the accumulated sick leave, the Board of Education shall pay any such person each day's salary less the pay of a replacement, if a replacement is employed or the estimated cost of the employment of a replacement, if none is employed for a period of thirty (30) days or balance of the teacher contract year or whichever will first occur, a day's salary is $\frac{1}{200}$ of the annual salary.
- B. Up to five (5) calendar days shall be granted for a death in the immediate family. This would in-

clude mother, father, sister, brother, grandmother, grandfather, mother- and father-in-law, brother- and sister-in-law, wife, husband, and children, or one (1) day for any other member of immediate family shall be granted.

- C. Payment of sick leave for service connected disability. Whenever any employee, entitled to sick leave under this chapter, is absent from his post of duty as a result of a personal injury caused by an accident arising out of and in the course of his employment, his employer shall pay to such employee the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in sections 18A:30-2 and 18A:30-3.
- D. The Board will make available Blue Cross, Blue Shield, Major Medical and Rider J Insurance coverage for employees.

ARTICLE XII

PERSONAL LEAVE

- A. Up to three (3) days leave with pay shall be granted annually for pressing personal business. Such leave shall not be accumulated from year to year.

SABBATICAL LEAVE

- B. Full time professional staff members are eligible to apply for Sabbatical Leave in accordance with the following provisions:
 - 1) Only permanently certificated personnel who have completed a minimum of ten (10) years continuous service in Gibbstown are eligible.
 - 2) Sabbatical Leave shall be used for the purpose of graduate study, in or sponsored by a recognized college or university granting graduate credit. Utilization of Sabbatical Leave to engage in employment in other institutions or agencies will not be permitted.
 - 3) Sabbatical Leave shall normally be for a full

year. Half-year leaves may be granted, however, providing adequate provision can be made for filling the $\frac{1}{2}$ year vacancy.

- 4) The term of Sabbatical Leave shall coincide with the fiscal school year (July 1 - June 30).
- 5) Not more than two staff members will be eligible for Sabbatical Leave during one school year.
- 6) Participants in the program shall be awarded half pay for a full year's leave, or $\frac{3}{4}$ pay for $\frac{1}{2}$ year's leave.
- 7) Participants in the Sabbatical Leave Program are free to accept governmental and private grants to supplement their salary, however, the total income shall not exceed the participant's salary as a member of the staff.
- 8) All awards under the Sabbatical Leave Program are contingent upon the participant remaining a member of the staff of the Greenwich Township Schools for a minimum of two (2) full years following his return from Sabbatical Leave or refunding of stipend received.
- 9) Persons interested in applying for Sabbatical Leave should submit their applications to the Office of the Superintendent no later than April 1 preceding the year of leave.
- 10) The Sabbatical Leave shall not be computed as equivalent to teaching experience in determining future salary status. (Also, these persons are excluded from the benefits of sick leave as defined in 18A:30-2 and 18A:30-3.)
- 11) Upon return from Sabbatical Leave, the participant will present a report to the Board of Education on the results of his period of study.
- 12) Proposed programs must be approved by the Superintendent and the Board of Education.

MATERNITY AND ADOPTION LEAVE

- C. 1) A maternity leave of absence without pay will be granted to any tenure teacher, at her request. Such leave of absence shall not, exceed a total period of two (2) years.

The applicant shall make her pregnancy known to the office of the Superintendent of Schools before the end of the third month of pregnancy. The leave shall begin as recommended by the teacher's personal physician. Before returning to work, the employee shall present a doctor's certificate of physical fitness.

- 2) After termination of pregnancy, a teacher on maternity leave shall have the opportunity to substitute in the Greenwich Township school district in the area of her certification providing she has the approval of the Superintendent of Schools.
- 3) If the pregnancy is terminated before full term of the birth of the child, the teacher may apply for termination of leave allowing at least two months for fair notice to her substitute and for her own health. Such return must be accompanied by a certificate of physical fitness from the teacher's personal physician.
- 4) Any female tenure teacher adopting an infant child shall be granted a leave of absence up to a period of two years without pay. Such leave shall commence upon her receiving defacto custody of an infant, or earlier if necessary to fulfill the requirements for the adoption.
- 5) Return from maternity leave, except as provided in paragraph 3 above or leave for adoption purposes shall coincide with the beginning of a school year. Return during the school year shall be at the discretion of the Superintendent of Schools.
- 6) Upon return from leave granted pursuant to this article, a teacher shall not receive increment credit for time spent on such leave. Those persons granted a leave of absence for maternity or adoption purposes are excluded from accumulating sick leave.
- 7) All extensions or renewals of leave shall be applied for, and if granted, be in writing. Such extensions or renewals shall be acted upon

- by the Board of Education upon the recommendation of the Superintendent of Schools.
- 8) The Board of Education cannot guarantee the employee will return to exactly the same position she left.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

- A. 1) The Board of Education shall reimburse a teacher for education courses approved by the school administrator. This reimbursement is limited to a maximum of \$200 or six (6) credit hours annually, which ever is the lesser. This policy applies only to those teachers holding a limited or permanent certificate.
- 2) Tutoring or bedside instruction approved by the Board shall be paid at the rate of \$7.50 per hour plus 10c per mile.
- B. Provisions for keeping a "central register" will be made.
- C. The commercial cost of printing this Agreement shall be shared by the parties and a copy of this Agreement shall be presented to all teachers, if possible on or before the beginning of the school year 1972-73.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision (s) of this Agreement, either party may do so by telegram or registered letter at the following address:
- 1) If by Association to the Board at:
Broad and Hudson Sts.
Gibbstown, New Jersey
- 2) If by Board to the Association at:
Broad and Hudson Sts.
Gibbstown, New Jersey

ARTICLE XIV

TEACHER RESPONSIBILITIES

- A. Scheduling:
Appreciating the concern of the Board and its

efforts at providing professional help in scheduling; and, believing that our own members are more familiar with local problems; and, in order to assure the smooth opening of school in September, teachers having fewer duties relative to the closing of school, shall use the afternoons of the last week of the school year to compile a workable schedule which shall be subject to the approval of the Administration.

- B. Members shall encourage the initiation of ideas and suggestions for projects by individual teachers, grade levels, Association committees, Administrators, Board members, students, parents, or any combination of these.
- C. Additional concerns and areas of involvement:
 - 1) Curriculum improvement and staff development
 - 2) In-Service training programs
 - 3) Pupil-testing and evaluation
 - 4) Student Council and counseling
 - 5) Bus duty by special teachers
 - 6) Detention duty by teachers of grades four (4) to eight (8)

ARTICLE XV

DURATION OF AGREEMENT

This Agreement shall be effective July 1, 1972, and terminate June 30, 1974, provided that if no New Agreement has been adopted by that time, the Agreement then in force shall continue until a new Agreement is ratified.

The Board and the Association agree to begin negotiations over a successor Agreement no later than October 15, 1973.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, on this day and year, March 7, 1973.

Greenwich Township Education Association, Inc.

by Helen M. Bassett
Its President

by Nancy Lynn Cox
Its Secretary

Greenwich Township Board of Education.

by Milos C. Simek
Its President

by Dorothy D. Langley
Its Secretary

SALARY REFERENCE GRID OF AUGUST 16, 1972*

N. D.	Bach. Eq.	Bach.	B+15	B+30	M	M+15	M+30
1.	7,245.	7,560.	8,085.	8,400.	8,715.	9,030.	9,345.
2.	7,545.	7,860.	8,385.	8,700.	9,015.	9,330.	9,645.
3.	7,860.	8,175.	8,700.	9,015.	9,330.	9,645.	9,960.
4.	8,175.	8,490.	9,115.	9,430.	9,745.	10,060.	10,375.
5.	8,490.	8,805.	9,435.	9,750.	10,065.	10,380.	10,695.
6.	8,805.	9,120.	9,750.	10,065.	10,380.	10,695.	11,010.
7.	9,120.	9,435.	10,065.	10,380.	10,695.	11,010.	11,325.
8.	9,435.	9,750.	10,380.	10,695.	11,010.	11,325.	11,640.
9.	9,750.	10,065.	10,695.	11,010.	11,325.	11,640.	11,955.
10.	10,065.	10,380.	11,110.	11,425.	11,740.	12,055.	12,370.
11.	10,380.	10,695.	11,430.	11,745.	12,060.	12,375.	12,690.
12.	10,695.	11,010.	11,745.	12,060.	12,375.	12,690.	13,005.
13.			12,060.	12,375.	12,690.	13,005.	13,320.
14.			12,475.	12,790.	13,105.	13,420.	13,735.
15.			12,614.	12,932.	13,250.	13,568.	13,886.

* For informational purposes only.

NOTES